

Utah Department of Health, Bureau of Child Care Licensing  
**Licensed Family & Residential Certificate Child Care**  
**Initial Unannounced Inspection Checklist C**

Provider Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Licensed Capacity: \_\_\_\_\_ Licensing Specialist(s): \_\_\_\_\_

On-site Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time: \_\_\_\_\_ am / pm End Time: \_\_\_\_\_ am / pm ☐ Licensed ☐ RC

License Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Variances: \_\_\_\_\_

INDOOR INSPECTION ITEMS										✓ = Compliance O = Noncompliance N/A = Not Applicable X = Not Observed
<b>Ratios &amp; Supervision</b>										<b>NC Level</b>
A1. (Observe.) Are all children indoors being adequately supervised? 90-11(1)(a); 50-11(1)(a)										C
A2. (Observe.) Does the total # of children present exceed the total licensed or certified capacity? 90-11(4); 50-11(4)										C
A3. (Observe.) Does the total # of children present under age two exceed the allowed capacity? 90-11(6); 50-11(4)										C, TA2
A4. (Observe.) Is the required caregiver to child ratio maintained? 90-11(5); 50-11(4)										C, TA2
A5. <b>LICENSED ONLY.</b> (Observe.) Is the required group size maintained? 90-11(8)										C, TA2
<b>WITH 1 CAREGIVER</b>			<b>WITH 2 CAREGIVERS</b>							
Providers' Children 4-12	Children in Care	Total # 0-12 in Home	Providers' Children 4-12	Children in Care	Total # 0-12 in Home	Providers' Children 4-12	Children in Care	Total # 0-12 in Home		
0-4	8	12	0-8	16	24	16	8	24		
5	7	12	9	15	24	17	7	24		
6	6	12	10	14	24	18	6	24		
7	5	12	11	13	24	19	5	24		
8	4	12	12	12	24	20	4	24		
9	3	12	13	11	24	21	3	24		
10	2	12	14	10	24	22	2	24		
11	1	12	15	9	24	23	1	24		
<b>General Indoor Environment</b>										<b>NC Level</b>
A6. (Observe, ask if failing paint is observed.) Is there peeling, flaking, chalking, or failing paint indoors? If yes, was the home built before 1978? If yes, is there documentation of testing for lead paint, and correction if needed? 90-4(1); 50-4(1)										C, TA1
A7. (Observe.) Is the indoor temperature between 65 and 82 degrees Fahrenheit? 90-4(5); 50-4(5)										TA1, TA2
A8. (Observe.) Does the home appear clean and sanitary, except for normal daily messes? 90-5(1); 50-5(1)										TA1, TA2
A9. (Observe.) Is there evidence of insects, rodents, or other vermin in the home? 90-5(2); 50-5(2)										C, TA1, TA2

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A10. (Observe.) Are the home, ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, toys, and equipment maintained in good repair and used in a safe manner, to prevent injury to children? 90-5(3), 90-12(1); 50-5(3), 50-12(1)		C, TA1, TA2
A11. (Observe.) Does anyone smoke in the home when children in care are present? 90-14(2); 50-14(2)		C
<b>Safety Hazards – to be inspected for in all areas of the home accessible to children.</b>		<b>NC Level</b>
A12. (Observe.) Is the home free of tripping hazards (unsecured flooring or cords in walkways)? 90-12(2); 50-12(2)		TA1
A13. (Observe.) Is the home free of unstable heavy equipment a child could pull down on himself or herself? 90-12(3); 50-12(3)		TA1
(Observe all.) Are the following items inaccessible to children (locked for firearms and other weapons)? A14. (Observe and ask.) Do you have any firearms or other weapons on your property? If yes, please show me where they are kept? 90-12(4)(a); 50-12(4)(a)		C
A15. Tobacco, open containers of alcohol, illegal substances, and sexually explicit material? 90-12(4)(b); 50-12(4)(b)		C, TA2
A16. (Observe and ask.) Do you have any portable space heaters, fireplaces, or wood burning stoves that are accessible to children and are used when children are in care? 90-12(4)(c); 50-12(4)(c)		C, TA1
A17. Toxic or hazardous chemicals? (Insecticides; insect repellent; pesticides; weed killer; antifreeze and windshield wiper fluid containing antifreeze; gasoline; kerosene; paint thinner; linseed oil; turpentine; motor oil; bleach; household cleaners; nail polish remover; silver jewelry cleaner, and rubbing alcohol.) 90-12(4)(d); 50-12(4)(d)		TA1, TA2
A18. Poisonous plants? 90-12(4)(e); 50-12(4)(e)		TA1
A19. Matches or cigarette lighters? 90-12(4)(f); 50-12(4)(f)		TA1
A20. Open flames? 90-12(4)(g); 50-12(4)(g)		C
A21. Sharp objects, which could cut or puncture skin? (Sharp knives; box cutters; adult scissors; razors; sharp ends of nails or screws protruding from an object; broken glass; broken toys with sharp edges; tools such as saws and axes, and running fans if children's fingers could fit through the guard. Also, tacks or pins on the floor or visible within 36" of the floor. ) 90-12(4)(h); 50-12(4)(h)		TA1
A22. For age 4 and under, ropes and cords long enough to encircle a child's neck? 90-12(4)(i); 50-12(4)(i)		TA1
A23. For age 4 and under, loose plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? 90-12(4)(j); 50-12(4)(j)		TA1
A24. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4") visible on the floor, or anywhere within 36" up from the floor, if there are children under age 3 in care? 90-12(4)(k); 50-12(4)(k)		TA1
A25. (Ask and observe) Where do you keep prescription and over-the-counter medications? 90-17(3); 50-17(3)		C, TA2
A26. (Observe.) Are toxic and hazardous chemicals stored in a labeled container? 90-12(5); 50-12(5)		TA1
A27. (Observe.) For children age 4 and under, are accessible unused outlets and surge protectors covered? 90-12(6); 50-12(6)		TA1
<b>Infection Control</b>		<b>NC Level</b>
A28. (Observe.) Do children and providers wash their hands with soap and running water at required times? (Before and after food preparation and eating/feeding children, after toileting and diapering, after contact w/body fluids, after handling animals, when coming in from outdoors, before administering medication.) 90-16(1)(a)-(h) for providers. 90-16(2)(a)-(e) for children. 50-16(1)(a)-(h) for providers. 50-16(2)(a)-(e) for children.		TA1, TA2
A29. (Observe.) Are washable toys visibly dirty? 90-16(8); 50-16(7)		TA2

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A30. (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? Are these items visibly dirty? 90-16(9); 50-16(8)		TA1, TA2
<b>Kitchen/Meals &amp; Snacks</b>		<b>NC Level</b>
A31. (Ask. If yes, observe.) Do you have any refrigerated medications? 90-17(3); 50-17(3)		C, TA2
A32. (Observe.) Are infants bottles ever propped? 90-24(1); 50-24(1)		TA1
A33. (Observe.) Are solid foods for infants cut into pieces no larger than 1/4" in diameter, and solid foods for toddlers cut into pieces no larger than 1/2" in diameter? 90-24(3); 50-24(3)		TA1
<b>Medications – N/A if medications are not administered to children in care.</b> Medications do not include diaper cream, sunscreen, baby powder, teething gel, or baby lotion.		<b>NC Level</b>
A34. (Observe.) Are all over-the-counter and prescription medications: labeled with the child's name if brought in by a parent (if not purchased by the provider for all children); kept in the original or pharmacy container; have the original label; and have child-safety caps? 90-17(2)(a)-(d); 50-17(2)(a)-(d)		TA1, TA2
<b>Bathrooms</b>		<b>NC Level</b>
A35. (Observe.) Is hot water accessible to children at or below 120 degrees? 90-12(7); 50-12(7)		TA1, TA2
A36. (Observe.) Is soap available for children to wash their hands? 90-16(2)(a)-(e); 50-16(2)(a)-(e)		TA1, TA2
<b>Napping</b>		<b>NC Level</b>
A37. (Observe.) Is sleeping equipment ever placed where it blocks an exit? 90-18(5); 50-18(3)		TA1
A38. (Observe.) Are sleeping infants (under 1 year of age) monitored in one of these ways: with a Department approved sleep monitoring device; by placing sleeping infants within sight and hearing of a provider; or by checking on sleeping infants at least once every 15 minutes? 90-11(1)(b); 50-11(1)(b)		C
A39. (Observe.) Do infants sleep in equipment designed for sleep (crib, bassinet, porta-crib or play pen)? Are infants placed to sleep on mats or cots, or in bouncers, swings, car seats, etc. (unless there is written parental permission)? 90-24(10); 50-24(10)		C
A40. (Observe.) Do all cribs have tight fitting mattresses? 90-24(11)(a); 50-24(11)(a)		TA1
A41. (Observe.) Do all cribs have slats spaced no more than 2-3/8 inches apart? 90-24(11)(b); 50-24(11)(b)		TA1
A42. (Observe.) Do all cribs have at least 20 inches from the top of mattress to top of the crib rail, or at least 12 inches if the child using the crib cannot sit up without assistance? 90-24(11)(c); 50-24(11)(c)		TA1
A43. (Observe.) Do any cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails? 90-24(11)(d); 50-24(11)(d)		TA1
A44. (Observe and ask.) Are infants always placed on their backs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? 90-24(12); 50-24(12)		C
<b>Discipline</b>		<b>NC Level</b>
A45. (Observe.) Are children disciplined in any ways that are prohibited by rule? 90-8(11)(a); 90-19(4)(a)-(f); 50-8(9)(a); 50-19(4)(a)-(f)		TA1, TA2
<b>Animals</b> (N/A if no animals are ever allowed on the premises.)		<b>NC Level</b>
A46. (Observe.) Are children in care ever allowed to handle reptiles or amphibians? 90-22(6); 50-22(6)		C
A47. (Observe.) Are all animals accessible to children in care clean and free of obvious disease or health problems that could adversely affect children? 90-22(2)(a); 50-22(2)(a)		C, TA1
A48. (Observe and ask.) Has any animal on the premises ever bitten anyone, or displayed any other dangerous or aggressive behavior? 90-22(3); 50-22(3)		C

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<b>Diapering Area – N/A if the Licensee or Certificate holder does have any diapered children in care.</b>		<b>NC Level</b>
A49. (Observe.) Are children diapered in food preparation or eating areas? 90-23(1); 50-23(1)		TA1
A50. (Observe.) Are children diapered directly on the floor, or on any surface that is also used for another purpose? 90-23(2); 50-23(2)		TA1
A51. (Observe.) Is the diapering surface smooth, waterproof, and in good repair? 90-23(3); 50-23(3)		TA1
<b>Diapering Observation</b>		<b>NC Level</b>
A52. (Observe.) Do providers clean and sanitize the diapering surface after each diaper change, or use a non-permeable disposable diapering surface that is thrown away after each diaper change? 90-23(4); 50-23(4)		TA1, TA2
A53. (Observe.) Do providers wash their hands after each diaper change? 90-23(5); 50-23(5)		TA1, TA2
A54. (Observe.) Do caregivers place soiled diapers in a container with a plastic lining and a tight fitting lid, or directly in an outdoor garbage container that has a tightly fitting lid or is inaccessible to children? 90-23(6); 50-23(6)		TA1
A55. (Observe.) If cloth diapers are used, are they rinsed at the Licensee or Certificate holder's home? 90-23(8)(a); 50-23(8)(a)		TA1
A56. (Observe.) If cloth diapers are used, after removal are they placed directly into leakproof container inaccessible to children and labeled with child's name, or else placed directly into a leakproof diapering service container? 90-23(8)(b); 50-23(8)(b)		TA1
<b>Infant and Toddler Care – N/A if the Licensee or Certificate holder does not have any infants or toddlers in care.</b>		<b>NC Level</b>
A57. (Observe.) Does only one infant occupy any one piece of equipment at a time, unless equipment has individual seats for more than one child? 90-24(9); 50-24(9)		TA1, TA2
A58. (Observe.) Are there any infant walkers with wheels? 90-24(14); 50-24(14)		TA1
A59. (Observe.) Do infants and toddlers have access to objects made of styrofoam? (Observe.) 90-24(15); 50-24(15)		TA1
A60. (Observe.) Does a provider respond as promptly as possible to infants and toddlers who are in emotional distress (due to hunger, fatigue, wet or soiled diapers, fear, teething, or illness)? 90-24(16); 50-24(16)		TA1
A61. (Observe.) Do all awake infants and toddlers receive positive physical and verbal interaction with a caregiver at least once every 20 minutes? 90-24(17); 50-24(17)		TA1
A62. (Observe.) Are awake infants confined for more than 30 minutes in one piece of equipment (such as swings, high chairs, cribs, play pens, etc.)? 90-24(18); 50-24(18)		TA1
A63. (Observe.) Do mobile infants and toddlers have freedom of movement in a safe area? 90-24(19); 50-24(19)		TA1
A64. (Observe.) Are safe toys accessible to infants and toddlers to stimulate their healthy development, and are there enough toys for each infant and toddler to be engaged in play with toys? 90-24(20); 50-24(20)		TA1

OUTDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable X = Not Observed
<b>General Outdoor Environment</b>		<b>NC Level</b>
<b>B1.</b> (Observe.) If there are children on the playground, are they being actively supervised to minimize the risk of injury to children? 90-11(2); 50-11(2)		C
<b>B2.</b> (Observe.) Are there any gaps in the fence or barrier, or between the fence and the ground, greater than 5" x 5"? 90-6(10); 50-6(10)		C
<b>B3.</b> (Observe, ask if failing paint is observed.) Is there peeling, flaking, chalking, or failing paint outdoors? If yes, was the home built before 1978? If yes, is there documentation of testing for lead paint, and correction if needed? 90-4(1); 50-4(1)		C, TA1
<b>B4.</b> (Observe.) Is the outdoor play area free of dangerous insects (for example: beehives, wasps, yellow jacket or hornet nests, and red ant hills), rodents, and other vermin? 90-5(2); 50-5(2)		TA1, TA2
<b>B5.</b> (Observe.) Do children playing outside have drinking water outside whenever the outside temperature is 75 degrees or higher? 90-6(13); 50-6(13)		C, TA2
<b>B6.</b> (Observe.) Does anyone smoke on the premises or in vehicles used to transport children when children in care are present? 90-14(2); 50-14(2)		C, TA 2
<b>Outdoor Safety Hazards</b>		<b>NC Level</b>
<b>B7.</b> (Observe, and ask about what happens in bad weather.) Are entrances, exits, steps and outside walkways maintained in a safe condition, and free of ice, snow, and other hazards? 90-5(4); 50-5(4)		TA1, TA2
<b>B8.</b> (Observe.) Is the outdoor play equipment maintained to protect children's safety? For example: no equipment in danger of failing due to missing, broken, or worn out components, insecure or missing hardware, or rusted metal; no splintery wood; equipment is stable; cushioning is free of animal excrement. 90-6(20); 50-6(19)		C, TA2
<b>B9.</b> (Observe.) Is the outdoor play area free of harmful plants, objects, or substances, and standing water (including garage shelves or cupboards w/out safety devices 36" high or lower, if the garage is accessible to children)? 90-6(5); 50-6(5) <u>Harmful objects include:</u> <ul style="list-style-type: none"> <li>Raised decks or balconies 5' or higher, or open basement stairwells, without a protective barrier that has no gaps &gt; 5 inches. (R430-50/90-6(4)(d), R435-50/90-6(10)</li> <li>Window wells more than 24 inches deep without a cover.</li> <li>Unstable unanchored heavy equipment a child could climb on and/or pull down on themselves</li> <li>Rotting garbage not in a container with a lid.</li> <li>Asbestos or exposed fiberglass insulation.</li> <li>Refrigerators or freezers a child could accidentally get shut inside of.</li> <li>Welding torches.</li> </ul> <ul style="list-style-type: none"> <li>Motor vehicles up on blocks.</li> <li>Exposed live electrical wire.</li> <li>Dead animals.</li> <li>Filled milk or slop buckets.</li> <li>Unattended running vehicles or farm equipment.</li> <li>Standing ladders.</li> <li>Unstably stacked wood piles or bales of hay or straw.</li> </ul> <u>Harmful plants include:</u> <ul style="list-style-type: none"> <li>Poison ivy or oak, stinging nettle, oleander, mushrooms, and toadstools.</li> </ul> <u>Standing water</u> does not include temporary puddles due to rainfall or sprinklers.		C, TA1
(Observe all.) Are the following items inaccessible to children when outdoors (including on garage shelves 36" high or lower, if the garage is accessible to children)?		C, TA2
<b>B10.</b> Tobacco, open containers of alcohol, illegal substances, and sexually explicit material? 90-12(4)(b); 50-12(4)(b)		
<b>B11.</b> Toxic or hazardous chemicals? (Insecticides; insect repellent; pesticides; weed killer; antifreeze (and windshield wiper fluid containing antifreeze); gasoline; kerosene; paint thinner; linseed oil; turpentine; motor oil; bleach; household cleaners; pool/hot tub chemicals, nail polish remover; and rubbing alcohol.) 90-12(4)(d); 50-12(4)(d) These must each be stored in a container labeled with the contents. 90-12(5); 50-12(5)		TA1
<b>B12.</b> Matches or cigarette lighters? 90-12(4)(f); 50-12(4)(f)		TA1

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B13. Open flames? 90-12(4)(g); 50-12(4)(g)		C
B14. Sharp objects, which could cut or puncture skin? (Sharp knives; sharp tools, both motorized and hand tools; machines or farm equipment that has an exposed sharp edge, blade, or a point that could puncture skin when the equipment is not in use; boards with exposed nail or screw ends sticking out; broken glass; and broken toys that have sharp or pointed edges.) 90-12(4)(h); 50-12(4)(h)		TA1
B15. Ropes, cords, and wires long enough to encircle a child's neck (not including jump ropes or ropes attached to swings). This includes hanging ropes or chains not attached to a swing. 90-12(4)(i); 50-12(4)(i)		TA1
B16. For age 4 and under, loose plastic bags large enough for a child's head to fit inside (including empty garden, lawn, and leaf bags), latex gloves, and balloons? 90-12(4)(j); 50-12(4)(j)		TA1
B17. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4") visible on the ground, or anywhere within 36" up from the ground, if there are children under age 3 in care? 90-12(4)(k); 50-12(4)(k)? 90-12(4)(k); 50-12(4)(k)		TA1
B18. (Observe.) For children age 4 and under, are accessible unused outlets and surge protectors outdoors and in the garage covered? 90-12(6); 50-12(6)		TA1
B19. (Observe.) When in use by children, is the outdoor play area free of trash and animal excrement (except isolated bird droppings)? 90-6(6); 50-6(6)		TA2
<b>Outdoor Play Equipment – N/A if there is no outdoor stationary play equipment accessible to children in care.</b>		<b>NC Level</b>
B20. (Observe.) Is outdoor stationary play equipment used by any child in care located over grass or 6 inches of protective cushioning? 90-6(15); 50-6(15)		C, TA1
B21. <b>LICENSED ONLY.</b> (Observe.) Does outdoor stationary play equipment used by any child in care have a 3 foot use zone that is filled with grass or 6 inches of protective cushioning? 90-6(15) (Existing Licensees as of 1 September 2008 have until 1 September 2013 to meet the 3 foot use zone requirement.)		C, TA1
B22. (Observe.) If sand, gravel, or shredded tires are used as protective cushioning, is the material compacted? 90-6(15)(a); 50-6(15)		C, TA1
(Observe all.) <b>LICENSED ONLY.</b> Do any of the following hazards exist on or within the use zone of any piece of stationary play equipment? <b>RESIDENTIAL CERTIFICATE.</b> Do any of the following hazards exist on any piece of stationary play equipment? B23. Entrapment hazards anywhere a child's feet cannot touch the ground? (Infants/toddler > 23 1/4", preschoolers > 25 1/4", school age > 33" 90-6(16); 50-6(16)		TA1
B24. Protrusion or strangulation hazards? (Except underneath equipment on a surface more than 48" high.) 90-6(17); 50-6(17)		TA1
B25. Crush, shearing, or sharp edge hazards? 90-6(18); 50-6(18)		TA1
<b>Wading &amp; Swimming Pools – N/A if there are no wading or swimming pools at the home.</b>		<b>NC Level</b>
B26. (Observe.) Is there always a caregiver at the pool supervising children whenever there is water in the pool (for wading pools), or whenever any child in care has access to the pool (for swimming pools)? 90-6(7)(a), (8)(a); 50-6(7)(a), (8)(a)		C, TA1
B27. (Observe.) Do diapered children always wear swim diapers and rubber pants while in the pool? 90-6(7)(b), (8)(a); 50-6(7)(b), (8)(b)		TA1
Is there a swimming pool on the premises that is not emptied after each use? If yes:		C
B28. (Observe.) Is the pool enclosed in a fence or other solid barrier at least 4' high, kept locked whenever pool is not in use, or else covered by a properly working ASTM approved power safety cover? 90-6(8)(c); 50-6(8)(c)		
B29. (Observe.) Does the pool appear to be maintained in a safe manner? 90-6(8)(d); 50-6(8)(d)		C, TA1, TA2
B30. (Observe.) If the pool is over 6 feet deep and is in use, is there a Red Cross or equivalent certified lifeguard on duty? 90-6(8)(f); 50-6(8)(f)		TA1

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<b>Hot Tubs</b>		<b>NC Level</b>
<b>B31.</b> (Observe.) If there is a hot tub on the premises that is accessible to children and has water in it, is it either surrounded by a four foot fence, or equipped with a properly working locking cover that is locked? 90-6(9); 50-6(9)		C, TA1
<b>Trampolines – N/A if there is not a trampoline accessible to the children in care.</b>		<b>NC Level</b>
If there is a trampoline accessible to children, are the following conditions met:		C
<b>B32.</b> (Observe.) Is a provider always at the trampoline supervising its use whenever any child in care is on the trampoline? 90-6(14)(a); 50-6(14)(a)		C
<b>B33.</b> (Observe.) Does only one person at a time use the trampoline? 90-6(14)(b); 50-6(14)(b)		C
<b>B34.</b> (Observe.) Are children in care allowed to do flips or somersaults on the trampoline? 90-6(14)(c); 50-6(14)(c)		C
<b>B35.</b> (Observe.) Does the trampoline have shock absorbing pads that completely cover its springs, hooks, and frame? 90-6(14)(d); 50-6(14)(d)		C
<b>B36.</b> (Observe.) Is the trampoline placed at least 6 feet away from any structure, including playground equipment, trees, and fences? 90-6(14)(e); 50-6(14)(e)		C
<b>B37.</b> (Observe.) Are there any ladders near the trampoline that children could use to access the trampoline? 90-6(14)(f); 50-6(14)(f)		TA1
<b>B38.</b> (Observe.) Are children allowed to play under the trampoline when it is in use? 90-6(14)(g); 50-6(14)(g)		C
<b>B39.</b> (Observe.) Is the trampoline placed over grass or 6 inches of protective cushioning, in a 6 foot use zone? 90-6(14)(i); 50-6(14)(i)		C

LICENSEE / CERTIFICATE HOLDER INTERVIEW QUESTIONS		✓ = Compliance O = Noncompliance N/A = Not Applicable
<b>Personnel &amp; Administration</b>		<b>NC Level</b>
<b>C1.</b> Are all substitutes and caregivers at least 18 years of age? (If there are new substitutes or caregivers since the Announced Inspection) 90-7(1); 50-7(1)		C, TA1
<b>C2. LICENSED ONLY.</b> Are all assistant caregivers at least 16 years of age, and do they always work under the immediate supervision of a caregiver who is at least 18 years old? 90-7(2) (If there are new assistant caregivers since the Announced Inspection)		TA1
<b>C3. LICENSED ONLY.</b> Are assistant caregivers ever left at the home alone with the children? 90-7(3)		TA1
<b>C4.</b> Are you aware of any providers or anyone age 12 or older living in the home having been arrested, charged, or convicted of a felony or misdemeanor, or having been investigated with a supported finding of abuse or neglect by the Department of Human Services? 6-4(9):09; 6-6(4):09		C

RECORDS INSPECTION ITEMS							✓ = Compliance O = Noncompliance N/A = Not Applicable						
<b>General Records</b>								<b>NC Level</b>					
D1. If there are animals on the premises accessible to children, does the Licensee/Certificate Holder have current animal vaccination records? 90-9(1)(b) and 90-22(2)(b); 50-9(1)(b) and 50-22(2)(b)								TA1, TA2					
D2. Does Licensee/Certificate Holder have copies of all current variances granted by the Department? 90-9(1)(d); 50-9(1)(d)								TA2					
<b>Personnel Records</b>						P-	P-	P-	P-	P-	P-	✓ = Compliance O = Noncompliance N/A = Not Applicable	
<b>Name</b>													
<b>Position</b>													
<b>DOB</b>													<b>NC Level</b>
D3. Does Licensee/Certificate Holder have documentation of first aid certification for himself/herself, and all substitutes who work an average of 10 hours a week or more? 90-9(3)(d) and 90-10(2); 50-9(3)(d) and 50-10(2)													TA2
D4. Does Licensee/Certificate Holder have documentation of infant/child CPR certification for himself/herself, and all substitutes who work an average of 10 hours a week or more? 90-9(3)(d) and 90-10(2); 50-9(3)(d) and 50-10(2) <b>LICENSED ONLY.</b> For one adult in each vehicle when children are being transported? 90-21(2)													TA1
D5. Does Licensee/Certificate Holder have documentation of the results of initial TB screening and any accompanying required documentation for the Licensee/Certificate holder, all caregivers, and substitutes who work an average of 10 hours per week or more? 90-9(3)(a), 90-16(11)-(12), (14); 50-9(3)(a) and 50-16(10-11), (13)													TA1, TA2



<p><b>D6.</b> Does Licensee/Certificate Holder have documentation of orientation training for all new staff (caregivers, non-emergency substitutes, and volunteers) who started since the pre-license or certificate inspection? If new staff started after 1 September 2008, does orientation training include all of the required topics below? 90-9(3)(b) and 50-7(8); 50-9(3)(b) and 50-7(5)</p> <ul style="list-style-type: none"> <li>• Specific job responsibilities</li> <li>• <b>LICENSED ONLY.</b> Written policies and procedures</li> <li>• Emergency and disaster plan</li> <li>• Current licensing/RC rules found in Sections 11 through 24</li> <li>• Introduction and orientation to children in care</li> <li>• Review of information in the health assessment for each child in care</li> <li>• Procedure for releasing children to authorized individuals only</li> <li>• Proper clean up of body fluids</li> <li>• Signs and symptoms of child abuse and neglect and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation</li> <li>• Obtaining assistance in emergencies</li> <li>• If there will be infants or toddlers in care: <ul style="list-style-type: none"> <li>– Preventing shaken baby syndrome and coping with crying babies</li> <li>– Preventing sudden infant death syndrome</li> </ul> </li> </ul>							TA1, TA2
<p><b>D7.</b> Does the Licensee/Certificate Holder have approved initial "CBS/MIS Consent and Release of Liability for Child Care" forms for all providers, volunteers, and each person age 12 and older who resides in the Licensee/Certificate Holder's home, and was it received within 5 working days of the individual moving into the home, turning 12, or beginning to work or volunteer for the provider? 90-9(1)(g); 50-9(1)(g); 6-3(3):09</p> <p>List the names of any new providers, volunteers, or persons age 12 and older who reside in the Licensee/Certificate Holder's home.</p>							C, TA1, TA2
<p><b>D8.</b> Does the Licensee/Certificate Holder have documentation of Red Cross lifeguard certification if the Licensee/Certificate Holder has a pool over 6' deep used by children in care. 90-6(8)(f); 50-6(8)(f)</p>							TA1

RECORDS INSPECTION ITEMS												
Child Records	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	✓ = Compliance O = Noncompliance N/A = Not Applicable	
Name												
DOB												NC Level
D9. Completed admission form(s) that includes at least the following information: child's name; child's date of birth; parent's name, address, and phone number; names of people authorized to pick up the child; name, address and phone number of emergency contact person; child health information (including: allergies; food sensitivities; acute and chronic medical conditions; instructions for special or non-routine daily health care; current medications; and any other special health instructions for the licensee) updated annually; current signed emergency medical treatment and transportation releases. 90-9(2)(a) and 90-14(6)-(7); 50-9(2)(a) and 50-14(6)-(7)												TA1, TA2
D10. Immunization record or legally valid exemption for all children age 2 months and older. 90-14(4)-(5); 50-14(4)-(5)												TA2
D11. Completed transportation permission form, if the Licensee/Certificate holder provides transportation services. 90-9(2)(c); 50-9(2)(c)												TA2
D12. <b>LICENSED ONLY.</b> Six weeks of incident, accident, and injury records. 90-9(2)(e)												TA2
D13. Department approved trampoline permission form, signed by the parent, if children are allowed to use a trampoline while in care. 90-6(14)(h); 50-6(14)(h)												TA2